GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Panchayat Raj & Rural Development Department - Office Procedure – Standing Orders (Delegation of Powers) under rule 16 (1) (b) of A.P. Business Rules, 2018 – Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (OP.I) DEPARTMENT

G.O.Rt.No.418

Dated: 05.05.2022
Read:-

Ref:- O.O.Rt.No.442, PR & RD (OP.I) Dept., dt.12.07.2019.

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In supersession of the orders issued in the O.O. read above and under Rule 16 (1) (b) of the A.P. Business Rules, 2018, the cases in the Panchayat Raj and Rural Development Department shall be disposed of as indicated in the Annexure to this Order.

2. Cases requiring circulation to Minister concerned, to Chief Minister or to the Governor under Business Rules and Secretariat instructions issued there under or under any statutory Law or Rules and regulations having the force of Law for the time being shall be circulated to the Ministers concerned, Chief Minister and or the Governor as the case may be, by the circulating authority.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

GOPAL KRISHNA DWIVEDI
PRINCIPAL SECRETARY TO GOVERNMENT

To
All Officers in the Department.
All Sections in the Department.
Copy to:-
All HoDs under the control of PR & RD Dept.
for information
The P.S. to Dy. CM (PR&RD).
The P.S to Prl.Secy. (PR&RD).
SF/SCs.

//FORWARDED::BY ORDER//

Nirmal
SECTION OFFICER

ANNEXURE to G.O.Rt.No.418, PR & RD (OP.I) Dept., Dated. 05.05.2022

Sl. No	Sections	Subject	Type of Activity	Type of Disposal	A.S.O / S.O	A.S	DS/JS/ Spl.Secy.	PrlSecy/ Secy	Minister
1	2	3	4	5	6	7	8	9	10
1	OP-I & II	Establishment matters of the staff i.e., TCAs, ASOs and SOs. Class-III, IV and Outsourcing staff.	Service matters i.e., sanction of Increments, leaves i.e., EL, HPL, EOL, Surrender leave, Additional charge allowances, Tour programs, Transfer and Postings (other than SOs), LTCs. GPF, Medical reimbursement, TA&DA, claiming of salaries of officers and staff. Providing and maintenance of Vehicles, phones and News Papers bills, Stationary items not exceeding Rs.30,000/-. All scale regulated contingent expenditure, Income Tax related matters and other miscellaneous.	O.O./ Memo/ G.O.	Initiation	Verification of Facts and Rules.	Approval	--	--
		Assistant Secretary and above Officers.	Service matters i.e., sanction of Increments, leaves i.e., EL, HPL, EOL, Surrender leave, Additional charge allowances, Tour programs, Transfer and Postings including SOs, LTCs. GPF, Medical reimbursement including relaxations of all staff. Dept. Budget, Loans and Advances, TA, DA, Pensionary benefits, Petitions and appeals, Permissions, Disciplinary cases of all staff, Court cases, Biometric, e-office, Systems and their maintenance.	O.O./ Memo/ G.O.	Initiation	Verification of Facts and Rules.	Vetting, Scrutiny and indication of option(s)	Approval	--
2	Estt I & II **(Engg.)**	Establishment matters relating to Engineering Staff of PR and RWS. Gazetted and Non Gazetted, Ministerial staff class-IV employees.	Creation, Continuation, appointments, Transfers and postings. Framing/Amendment of Rules.	G.O./Memo	Initiation	Verification	Vetting, Scrutiny w.r.t rules and indication of option(s)	Recommen -dation	Approval (CM)
			Tour/training programs, additional charges, arrangements of EE and above cadres. Court Cases including APAT, APHC, Lokayuktha and HRC etc.,	G.O. Memo/ Letter	Initiation	Verification	Vetting, Scrutiny w.r.t rules and indication of option(s)	Approval	-
			Seniority, panel preparations, settlement of disputes arising out of Seniority of EE and above cadres. Retirement notifications. Regularization of services of NMR employees.	G.O. Memo/ Letter	Initiation	Verification	Vetting, Scrutiny w.r.t rules and indication of option(s)	Recommen -dation	Approval

			Deputation of Officers of EE cadre and above for a period up-to 5 years.	G.O.Rt. Memo	Initiation	Verification	Vetting and scrutiny w.r.t rules etc.,	Recommen -dation	Approval
			Deputation of Officers up-to the DEE to the other Departments up-to 5 years(4th& 5th year). Leaves beyond 180 days and compulsory wait up-to 90 days of AEs and above.	G.O..	Initiation	Verification	Vetting and scrutiny w.r.t rules etc.,	Approval	--
			Extension, Declaration of probation of AEs/AEEs. Forwarding of pension proposals of CEs/ENC to AGAP.	G.O./ Memo	Initiation	Verification	Vetting and scrutiny w.r.t rules etc.,	Approval	-
			Reimbursement of Medical claims in relaxation of rules in favour of individuals	G.O.	Initiation	Verification	For suggesting options / recommendation for relaxation of rules	Recommen -dation of option(s)	Approval (after recommen-dation of the Standing Committee)
			Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representatives to the HODs for necessary action/reports.	Memo/ DO letter	Initiation	Verification	Approval	---	---
3	Estt,III, IV,V (**Non-Engg.**)	Establishment matters relating to Non-engineering Staff of Gazetted and Non Gazetted Ministerial staff class-IV employees.	Staffing pattern, post continuation, upgradation, regularization, compassionate appointment and 010 salaries of the staff of GPs (except EOs).	G.O.	Initiation	Verification	Vetting, Scrutiny w.r.t rules etc., indication of option(s)	Recommen -dation of option(s)	Approval
			Service matters pertaining to staff of MPPs and ZPPs.	G.O./Memo	Initiation	Verification	Vetting, Scrutiny w.r.t rules etc., indication of option(s)	Recommen -dation of option(s)	Approval
			Training Programs, Court Cases including APAT, APHC, Lokayuktha and HRC etc.,	G.O. Memo/ D.O.Lr.	Initiation	Verification	Vetting, Scrutiny w.r.t rules etc., indication of option(s)	Recommen-dation of option(s)	Approval
			Service matters of EO(PR & RD), MPDOs	G.O./ Memo	Initiation	Verification	Vetting, Scrutiny w.r.t rules etc.,	Recommen-dation of	Approval

							indication of option(s)	option(s)	
			Reimbursement of Medical claims in relaxation of rules in favour of individuals	G.O.	Initiation	Verification	For suggesting options / recommendation for relaxation of rules	Recommen-dation of option(s)	Approval (after recommen-dation of the Standing Committee)
			Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representatives to the HODs for necessary action/reports.	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---
4	Vig I & II **(Engg.)**	Vigilance/ACB and Disciplinary cases of PR relating to Gazetted and Non Gazetted Ministerial staff class-IV employees, All Court cases, Lokayuktha, HRC	Initiation of Disciplinary action, Framing AOCs and punishments and appointment of enquiry Officers and final orders against the charged Officers. Sanction of Provisional Pension &Regularisation of suspension, dismissal period & unauthorized absence.	Memo/ G.O./ Letter	Initiation	Verification	Vetting, Scrutiny and proposing circulation scheme.	Proposing various options.	Approval.
			Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representatives to the HODs for necessary action/reports.	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---
5	Vig III to V **(Non-Engg.)**	Vigilance/ACB and Disciplinary cases of PR&RD relating to Gazetted and Non Gazetted	Initiation of Disciplinary action, Framing AOCs and punishments and appointment of enquiry Officers and final orders against the charged Officers.	Memo/ G.O./ Letter	Initiation	Verification	Vetting, Scrutiny and proposing circulation scheme.	Proposing various options.	Approval.

		Ministerial staff class-IV Emp., All Court cases, Lokayuktha, HRC	Sanction of Provisional Pension &Regularization of suspension, dismissal period.						
			Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representatives to the HODs for necessary action/reports.	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---
6	Vig.VI **(Engg.-RWS&S)**	Vigilance/ACB and Disciplinary cases of RWS&S relating to Gazetted and Non Gazetted Ministerial staff class-IV Emp., All Court cases, Lokayuktha, HRC	Initiation of Disciplinary action, Framing AOCs and punishments and appointment of enquiry Officers and final orders against the charged Officers. Sanction of Provisional Pension &Regularisation of suspension, dismissal period & unauthorized absence.	Memo/ G.O./ Letter	Initiation	Verification	Vetting, Scrutiny and proposing circulation scheme.	Proposing various options.	Approval.
			Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representatives to the HODs for necessary action/reports.	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---
7	Progs I & II	Sanctions	According administrative sanction of roads, buildings works etc., under all grants State Plan & Non Plan Schemes, PMGSY (CSS Scheme), NABARD, RIDF, SCP, TSP, CRR upgradation of MGNREGS, RDF, MRR buildings etc. Alternative sanction of works/RAS, Sanction of works EOATs without penalty.	G.O	Initiation	Verification	Vetting, Scrutiny	Recomme n-dation	Approval
			Administrative sanctions for the BROs issued by Finance Dept	G.O	Initiation	Verification	Vetting, Scrutiny	Approval	-

			V&QC Labs, World Bank Assistance or other external agency, GP, MP & ZP Buildings and School buildings, Mtc. Of Cyclone shelters,	G.O	Initiation	Verification	Vetting, Scrutiny	Recomme n-dation	Approval
		Routine matters	Issuing reminders calling for reports, remarks including parawise remarks, other matters etc., from HODs. Assembly & Parliament matters etc.	Memo/ Letter	Initiation	Verification	Approval	--	--
			Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representatives to the HODs for necessary action/reports.	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---
8	RWS.I & II	Sanctions	According administrative sanctions and alternative sanction of works/RAS, Sanction of works of augmentation of SVS/PWS/CPWS schemes under SDS (plain, SCP & TSP), NRDWP/JJM (SCPSC, TSP & Plain), NABARD – RIDF under rural water supply, EOATs with & without penalty.	G.O	Initiation	Verification	Vetting, Scrutiny	Recomme n-dation	Approval
			Administrative sanctions for the BROs issued by Finance Dept and PAC Matters	G.O	Initiation	Verification	Vetting, Scrutiny	Approval	-
			Transport of drinking water and all matters pertaining to bore wells prog. – Exploitation ground water and Drought flood maintenance under SDRF.	G.O	Initiation	Verification	Vetting, Scrutiny	Recomme n-dation	Approval
			Maintenance of Sri SatyaSai water Supply scheme and related matters	G.O	Initiation	Verification	Vetting, Scrutiny	Recomme n-dation	Approval
			YSR Sujala Pathakam. AP Rural Water Supply Corporation – Related matters. Sanction of works under Water Grid. Sanitation.	G.O.	Initiation	Verification	Vetting, Scrutiny	Recomme n-dation	Approval
			Maintenance of CPWS. Hand pumps Labs etc.	G.O	Initiation	Verification	Vetting, Scrutiny	Recomme n-dation	Approval
		Routine matters	Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---

			individuals/public representatives to the HODs for necessary action/reports.						
9	Mdl I & Mdl.II	All Matters relating to Seminars work shops of GOI, District Planning Committees, Ferries, APPR Act,	All Matters related to Devolution of powers as per 73rd Amendment, matters related to Ferries and settling disputes that arise between two GPs/MPs regarding Ferries. Seminars works shops of GOI, PRIs, Matters related to training in APSIRD, GramaSachivalayam, Village Volunteers PESA Act. APPR Act, PR Local bodies amendments.	Memo/ G.O./ Letter	Initiation	Verification	Vetting, Scrutiny and proposing option(s).	Recomme n-dation	Approval
		Service matters	Creation, Continuation, appointments, Transfers and postings of CEOs, Dy CEOs, DPOs and DLPOs, O/o CPR&RD and Pts.Secys including Principals of ETCs. Framing/Amendment of Rules.	Memo/ G.O./ Letter	Initiation	Verification	Vetting, Scrutiny and proposing circulation scheme.	Recomme n-dation	Approval
		Medical re-imbursement	Reimbursement of Medical claims in relaxation of rules in favour of individuals	G.O.	Initiation	Verification	For suggesting options / recommendation for relaxation of rules	Approval	Approval (after approval of the Standing Committee)
		Allegations	Allegations against Chairman and Vice chairman of ZPPs and President, vice president of MPPs and members. Appointment of temporary chairman of ZPP and President of MPP. Payment of Honorarium to chairman and members of ZPP, MPP and members. Creation/ bifurcation of Mandals.	Memo/ G.O./ Letter	Initiation	Verification	Vetting, Scrutiny and proposing option(s).	Suggestio n of suitable option(s)	Approval
		General Funds of ZPP and MPP	General Funds relating to ZPP., and MPP and permissions for purchase of Vehicles and Furniture etc. BRGF.	Memo/ G.O.	Initiation	Verification	Vetting, Scrutiny and proposing option(s).	Suggestio n of suitable option(s)	Approval
			Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representatives to the HODs for necessary action/reports.	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---

10	Pts.I to III	Gram Panchayats	Best GP awards, U.N. Women programme, exemption of house, building and property taxes, compounding of house tax of GPs and V&E cases of house tax of GPs, Appeals and Revisions. Land acquisition and alienation in GPs, MPs & ZPs.	Memo/ G.O./letter	Initiation	Verification	Vetting, Scrutiny and proposing circulation scheme.	Recomme n-dation	Approval
			Removal of Sarpanches, Upa-Sarpanches and Members of GPs, Appeal and Revisions, Lokayukta,HRC cases, Misappropriation of Panchayat funds.	Memo/ G.O./letter	Initiation	Verification	Vetting, Scrutiny and proposing circulation scheme.	Recomme n-dation	Approval
			Leases of Shopping complexes, Markets, License and permissions. lease of fishing rights of tanks, SBM(G). Implementation of developmental schemes – e-pragathi, e-panchayats etc.	Memo/ G.O./letter	Initiation	Verification	Vetting, Scrutiny and proposing circulation scheme.	Recomme n-dation	Approval
		Administrative sanctions	Administrative sanctions of grants, Administrative sanctions for the releases of Central Finance Commission, RSVY. C.C Charges etc. CS schemes – National Rurban Mission, Mission Anthyodaya, Samsad Adarsh Gram Yojana. Grants under State Finance Commission; Svamitva; RGSA. Smart Andhra Pradesh Foundation	Memo/ G.O./letter	Initiation	Verification	Vetting / Scrutiny	Recomme n-dation	Approval
		Sanction of lay outs	Sanction of lay outs, illegal construction of buildings in GPs, Constitution of town ships/functional committees, Cell towers	Memo/G.O.	Initiation	Verification	Vetting, Scrutiny and proposing circulation scheme.	Recomme n-dation	Approval
		Routine matters	Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representations the HODs for necessary action/reports.	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---

11	RD.I, II & III Sections	Administrative and service matters. Programmes/ Schemes	Administrative and service maters of Society for Elimination of Rural Poverty (SERP)/ DRDA/ Velugu/ CRD/ DWMA/ SSAAT/STREENIDHI/ APBIRED/APSIRD/. World Bank Project of A.P. Rural Inclusive Growth Project (APRIGP), YSR Pension Kanuka, Socio Economic Caste Census (SECC), National Social Assistance Programme (NSAP)/WDC-PMKSY 2.0/NRLM-AJEEVIKA/REWARD/YSR Sunna Vaddi Runalu/YSR Cheyuta/ YSR Aasara/YSR Abhaya Hastam/ Self Help Group(SHG), MGNREG Scheme, YSR Jalakala Scheme, Implementation of WALTA Act., State level Vigilance Monitoring Committee, DISHA, Audit Matters related to RD. Budget and Administrative Sanctions, vigilance cases relating to RD Dept., RTI Act etc.	G.O / Memo G.O/ Memo	Initiation Initiation	Verification of facts / Rules Verification of facts / Rules	Scrutiny accordingly to the rule position / recommendation for relaxation of rules Scrutiny accordingly to the rule position / recommendation for relaxation of rules	Recomme n-dation Recomme n-dation	Approval Approval
			Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representatives to the HODs for necessary action/reports.	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---
12	Accts & Audit	All accounts related matters	Preparation of Demand and outcome Budget under Demand No.XXXI and related issues. Approval of ZP Budget of all districts in the state. Establishment matters of CAOs/AOs of HOD of PR and ZPs.	Memo/G.O.	Initiation	Verification	Vetting / Scrutiny	Recomme n-dation	Approval
		Audit of PRIs and HoDs.	Matters relating to State Accounts and Audit report of CAG on PRIs placing before Assembly	Memo/ G.O./letter	Initiation	Verification	Vetting / Scrutiny	Approval	-

			and Council, Monitoring Audit paras of PAC in PRIs &HoDs., Audit objections.						
			Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representations the HODs for necessary action/reports.	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---
13	General Section	Co-ordination	All consolidated reports related to legislative and statutory reports & replies including RTI.	Memo/ letter	Initiation	Verification	Vetting / Scrutiny	Approval	--
			Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representatives to the HODs for necessary action/reports.	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---
14	Election & Rules	Up-gradation, merger of GPs, conduct of Elections to PRIs.	Constitution and bifurcation of GPs including court cases., Constitution of Townships., All matters relating to conduct of elections to PRIs including Release of Funds & UCs., APPR Act interpretations which are not covered in any subject sections., Updating of APPR Act 1994 and rules issued there-under., Laying the copies of Amendment Acts/Rules made under APPR Act on the table of House of Legislature. All matters relating to State Election Commission including Estt. Matters., Resignation & Disqualification of representatives related to elections.	Memo/ Letter/ G.O Memo/ Letter/ G.O	Initiation Initiation	Verification Verification	Vetting / Scrutiny Vetting / Scrutiny/ Recommendation	Recommendation Recommendation/ Approval	Approval Approval

			Issuing reminders, calling for reports/ remarks including parawise remarks, draft articles & Charges, other matters etc., from HODs. Forwarding representations received from the individuals/public representatives to the HODs for necessary action/reports.	Memo/ D.O.lr.	Initiation	Verification	Approval	---	---

GOPAL KRISHNA DWIVEDI
PRINCIPAL SECRETARY TO GOVERNMENT